



*Joseph H. Vicari, Director
Gary Quinn, Deputy Director
Barbara Jo Crea, Commissioner
Virginia E. Haines, Commissioner
John P. Kelly, Commissioner*

*Tristin J. Collins, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent*

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

BID
WINDOW WASHING SERVICES

2023

***ADVERTISEMENT DATE: November 22, 2023
OPENING: December 12, 2023, 11:00 am***

Bid Category: 22- Public Works, Park Equipment and Construction Services

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **WINDOW WASHING SERVICES** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, December 12, 2023 at 11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

JOSEPH H. VICARI, Director

JENNIFER L. BOWENS, Purchasing Agent

CONTACT INFORMATION AND PROJECT TIMELINE

Summary

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials or services described and specified herein.

Contact Information

For further information regarding these specifications, contact

Jessica Hannold

Buyer

Email: ocpurchasing@co.ocean.nj.us

Phone: [\(732\) 929-2103](tel:(732)929-2103)

Department:

Buildings and Grounds

Timeline

Advertising Date	November 22, 2023
Bid Opening Date	December 12, 2023, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

IMPORTANT INSTRUCTIONS FOR ELECTRONIC SUBMITTAL

Instructions for Electronic Bid Submission

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

INSTRUCTIONS TO BIDDERS

Bid Opening

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, December 12, 2023.

Electronic Bid Submissions

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

Deadline Instructions

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

Completion of all Documents

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".

Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

Right to Reject

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

Bidder Default

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

Indemnity

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Specifications

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

Bid Security

NO BID SECURITY

Performance Bond

NO PERFORMANCE BOND

Pricing Proposal

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

Pricing

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

Payment

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Discrepancy in Pricing

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

Award Timeframe

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

Equal or Tie Bids

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

Tax Exempt

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Equivalent Product

For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. If no variations are indicated, it will be construed that the bid fully complies with our specifications.

Quantities

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

Delivery of Goods and Services

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

American Goods and Products

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

Assignment

This agreement shall not be assigned without the written consent of the County of Ocean.

NJ One Call

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

Prevailing Wage & Labor Laws

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Pay to Play Requirements

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Statement of Ownership

The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Certification of Non-Involvement in Prohibited Activities in Iran

Certification of Non-Involvement in Prohibited Activities in Iran. Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

Certification of Non-Involvement In Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, the "person or entity" (as defined in N.J.S.A. 52:32-60.1, et seq) seeking to enter into or renew a contract for the provision of goods or services or the purchase of bonds or other obligations shall certify that it is not "engaging in prohibited activities in Russia or Belarus" (as such term is defined in as defined in N.J.S.A. 52:32-60.1, et seq. If the person or entity is unable to certify, the person or entity shall provide a detailed and precise description of

such activities. The N.J.S.A. 52:32-60.1 certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Vendors may view the Precluded Entities List Here:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability Details

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Proof of Insurance

Copies of each insurance certificate shall be furnished to the County when requested.

County Cooperative Contract Purchasing System

The County has established a "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:
CK-02-OC

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Ocean County Board of Commissioners. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Vendor Questionnaire to indicate whether or not you will extend contract prices to all contracting units.

AWARD METHOD

Contract will be awarded on a lump sum total basis for Item #'s 1-65. Item #66 will be awarded to the bidder awarded Item #'s 1-65.

Contractor must bid all items as specified in order to provide the Total Price for this project. Leaving blank line items will result in rejection of bid.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

INTENT

CONTRACT TERMS

The contract shall be for one (2) year from date of award, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials described and specified herein.

NO ASSIGNMENT

This agreement shall not be assigned without the written consent of the County of Ocean which consent shall not be unreasonably withheld. Assignee shall promptly prepare and complete such documents as the County shall require.

OWNERSHIP DISCLOSURE

All contractors shall comply with all laws governing the disclosure of all stockholders or partners, as included in N.J.S.A. 52:25-24.2.

BID REVIEW

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

AVAILABILITY OF FUNDS

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

MODIFICATIONS AND WITHDRAWALS

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

SITE INSPECTION

All bidders are invited to visit the subject buildings and inspect the windows to be serviced. Such an inspection visit may be coordinated with Don Leone, Supervisor, Building Maintenance, Buildings and Grounds Department, at (732) 929-2039.

PERMITS, FEES, INSPECTIONS

The contractor shall secure and pay for all permits, fees, licenses and inspection necessary in full compliance with all federal, state, local laws and regulations applicable. The contractor shall coordinate these activities with the Superintendent of the Buildings & Grounds Department, at (732) 929-2039.

HEALTH & SAFETY

All work performed under this contract shall be in full compliance with all regulatory agencies, including, but not limited to OSHA, EPA and DEP with due regard to the Health and Welfare of County employees and the general public.

All personnel or agents of the contractors must observe all rules and regulations in effect at the buildings.

Employees or agents of the contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall such persons be deemed to be employees or agents of the County.

CERTIFICATE OF INSURANCE

The insurance policies identified in the Instructions to Bidders shall include an endorsement naming the Indemnified Parties as Additional Insureds (collectively, the "Additional Insureds") as follows:

"The County of Ocean, its officers, agents and employees; and any other party whom Contractor is required by contract, permit, and/or agreement to name as an Additional Insured; are Additional Insureds on a primary noncontributory basis, including coverage for ongoing and completed operations. Each of the respective Additional Insureds' the County of Ocean, its officers, agents and employees are also included as Additional Insureds".

CURRENT BID RESULTS

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

SPECIFICATIONS AND SCOPE OF WORK

SCOPE OF WORK - WINDOW WASHING SERVICES

Service to be performed at two (2) intervals as specified within:

- a. During the month of April (one time)
- b. During the month of October (one time)

Cleaning of windows, Inside and Outside, except as noted, during the month of April (one time) and the month of October (one time), on Ocean County Buildings listed on Proposal Pages. Included in "inside cleaning" is all atrium and multi-story window walls, as well as all interior window sills.

Cleaning of all elevator and elevator shaft windows, Inside and Outside, must be coordinated with the County elevator maintenance contractor for access.

PREPARATION

Remove any dust or loose dirt from the window surface using a brush or a cloth.

Use a vacuum cleaner with a soft brush attachment to remove any dust or dirt from window sills and tracks.

CLEANING PROCESS

Window cleaning tools MAY INCLUDE:

- A solution or a mixture of water and mild dish soap.
- A squeegee.
- Lint-free cloths or microfiber towels.
- A bucket of clean water.
- A soft-bristled brush or sponge for stubborn dirt.

Thoroughly wet the window surface. Start cleaning from the top and work your way down, ensuring that you cover the entire surface. For stubborn dirt or grime, use a soft-bristled brush to scrub gently. Avoid using abrasive materials that might scratch the glass.

Squeegee Technique:

After applying the cleaning solution, use a squeegee to remove the excess liquid in a single smooth motion. Wipe the squeegee blade with a clean, lint-free cloth after each stroke to avoid streaks.

Drying/Polishing:

Use a dry, lint-free cloth to wipe any remaining moisture and give the windows a polished finish. Pay special attention to corners and edges to prevent water from dripping down.

FINAL TOUCHES

Check for any remaining streaks or spots and touch up as needed. Inspect the windows from both inside and outside to ensure a thorough cleaning.

SECURITY CLEARANCE FORM

The Contractor shall be required to submit Department of Corrections Security Clearance Application for each employee and subcontractor's employee prior to being admitted to the site. Security Form is available in the attachments for download, or can be accessed by the following link: <https://co.ocean.nj.us/OC/Corrections/frmContact.aspx>. Please be advised that no one will be allowed access to the site without prior approval using the Security Clearance Application.

Contractor's access to the premises will be restricted and regulated by the owner, since the facility partially serves as an active county correctional facility. Contractor's staff must wear photo identification displaying the company name and employee on their person when performing work at any County building. All personnel or agent of the Contractor must observe all rules and regulation in effect at the buildings. Employees or agents of the Contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees, or agents of the County.

Contractor must have personnel capable of passing security screening by County Department of Corrections. Specifically, screening shall be through the National Crime Information Center and State Crime Information Center. Additionally, the County department of Corrections performs State and Municipal criminal and motor vehicle background checks and requires a copy of photo ID/ photo driver's license and social security card. Such security requirements pertain to all jail and detention facilities. Clearance authorizations expire one year from the date of submission of form. Contractors must track date and update their security clearance prior to its expiration.

VENDOR QUESTIONNAIRE

County Cooperative Contract Purchasing System*

Vendor will extend contract prices to "County Cooperative Contract Purchasing System" Participants as described in [Instruction to Bidders](#) .

Yes

No

*Response required

BID DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Prohibited Russia-Belarus Activities & Iran Investment Activities

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

Copy of Bidder's Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of Bidder's New Jersey Business Registration Certificate

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Mandatory Equal Employment Opportunity Statement*

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

*Response required

Americans with Disabilities Act Provisions*

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

*Response required

Copies of Each Insurance Certificate

Upload copies of each Insurance Certificate here.

ADDITIONAL VENDOR DOCUMENTATION

Please submit any additional information you wish to be considered as part of your bid package.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

*Response required

Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Please confirm

*Response required

PRICING PROPOSAL

WINDOW WASHING SERVICES

Line Item	Description	Est. (2 Yr.) Qty.	Unit of Meas.	Unit Price	Total Price	COMMENTS
1	Mott Property House #1, 239 Washington Street Toms River, NJ	4	EA			
2	Mott Property House #2, 239 Washington Street Toms River, NJ	4	EA			
3	Mott Property House #3, 239 Washington Street Toms River, NJ	4	EA			
4	Mott Property House #5 239 Washington Street Toms River, NJ	4	EA			
5	Mott Property House #6 239 Washington Street Toms River, NJ	4	EA			
6	Prosecutors Office (Bldg. #7) 7 Hadley Avenue Toms River, NJ	4	EA			
7	Voting Machine Warehouse (Bldg. #8) 110 Lehigh Avenue Lakewood Industrial Park Lakewood, NJ	4	EA			
8	Probation & Court Rooms (Bldg. #11) 213 Washington Street Toms River, NJ	4	EA			
9	Prosecutor's Office (Building #12) 44 Hadley Avenue Toms River, NJ	4	EA			
10	All Glass Areas of the Elevators and Stairway at the Parking Garage (Bldg. #14) 129 Hooper Avenue East & West Sides of the Garage* *Including Elevator Windows and Elevator Shaft Windows	4	EA			
11	PEER Building (Bldg. #15) 129 Hooper Avenue Toms River, NJ *Including Elevator Windows and Elevator Shaft Windows	4	EA			

Line Item	Description	Est. (2 Yr.) Qty.	Unit of Meas.	Unit Price	Total Price	COMMENTS
12	129 Hooper Avenue Overhead Walkway across Hooper Avenue to Justice Complex (Bldg. #15)	4	EA			
13	The Hub Area from the Walkway to the Ground Level Justice Complex Side of Hooper Avenue (Bldg. #15) *All Stairway and Elevator Areas including Elevator Windows and Elevator Shaft Windows	4	EA			
14	Prosecutor's Office (Bldg. #16) 119 Hooper Avenue Toms River, NJ *Including Atrium Stair Glass Railing	4	EA			
15	Administration Building (Bldg. #17) 101 Hooper Avenue Toms River, NJ	4	EA			
16	County Superintendent of Schools (Bldg. #18) 212 Washington Street Toms River, NJ	4	EA			
17	Justice Complex (Bldg. #19) First Floor – Cleaning of Windows (Inside & Outside) Old Building: ALL New Building: From Adjacent Old Building to South Side Wall of Visitation Lobby (3 Windows in Fence)	4	EA			
18	Justice Complex (Bldg. #19) Second Floor Old Building: ALL, including Overhead Walkway between Justice Complex & Court House New Building: Administration Area as Allowed - Inside ONLY, Atrium (Inside & Outside), including Overhead Walkway between Justice Complex & Court House	4	EA			
19	Justice Complex (Bldg. #19) Third Floor Old building: ALL, (Except Jail Lock-up) NONE in New Building	4	EA			
20	County Court House, (Bldg. #20) (Includes East, Historic & West Wings) 118 Washington Street Toms River, NJ	4	EA			
21	Juvenile & Domestic Courts (Bldg. #24) 125 Washington Street Toms River, NJ	4	EA			

Line Item	Description	Est. (2 Yr.) Qty.	Unit of Meas.	Unit Price	Total Price	COMMENTS
22	Probation Department (Bldg. #25) 15 Hooper Avenue Toms River, NJ	4	EA			
23	Chestnut Street Garage (Bldg. #30) 152 Chestnut Street Toms River, NJ	4	EA			
24	Vehicle Maintenance Building (Bldg. #31) Chestnut Street Toms River, NJ	4	EA			
25	Ocean County Sign Shop (Bldg. #33) 141 Mapletree Road Toms River, NJ	4	EA			
26	J.I.N.S. Building (*inside as directed) (Bldg. #36) 155 Sunset Avenue Toms River, NJ	4	EA			
27	Juvenile Detention Center (Bldg. #37) 165 Sunset Avenue Toms River, NJ	4	EA			
28	Health Department (Bldg. 38) 175 Sunset Avenue, Toms River, NJ	4	EA			
29	Agricultural Building (Bldg. #39) 1623 Whitesville Road Toms River, NJ	4	EA			
30	Private Industry Council (PIC) (Bldg. #40) 1959 Route 9 Toms River, NJ	4	EA			
31	Northern Ocean County Resource Center (Bldg. #41) 225 4th Avenue Lakewood, NJ	4	EA			
32	Police Academy (Bldg. #42) 659 Route 88, Ocean County Park Lakewood, NJ	4	EA			
33	Security Building (Bldg. #43) 659 Route 88, Ocean County Park Lakewood, NJ	4	EA			

Line Item	Description	Est. (2 Yr.) Qty.	Unit of Meas.	Unit Price	Total Price	COMMENTS
34	Lakewood Garage (Bldg. #44) Right off Hermosa Drive Lakewood, NJ	4	EA			
35	Jackson Garage (Bldg. #45) 38 Don Connor Boulevard Jackson, NJ	4	EA			
36	Plumsted Garage (Bldg. #46) Lakewood-New Egypt Road Plumsted, NJ	4	EA			
37	Lacey Garage (Bldg. #47) Dover & Mule Road Berkeley Township, NJ	4	EA			
38	Ship Bottom Garage (Bldg. #49) 6th & Barnegat Avenue Ship Bottom, NJ	4	EA			
39	Ocean County Airport (Bldg. #56) Rt 530 & Mule Road Berkeley Township, NJ	4	EA			
40	Emergency Services (Bldg. 52) Ocean County Airport, Rt 530 & Mule Road Berkeley Township, NJ	4	EA			
41	Sheriff's Criminal Division, CIU (Bldg. #53) 144 Chestnut Street Toms River, NJ	4	EA			
42	Communication Building (Bldg. #58) 146 Chestnut Street Toms River, NJ	4	EA			
43	Central Supply/Records Storage Warehouse (Bldg. #60) 138 Chestnut Street Toms River, NJ	4	EA			
44	Buildings & Grounds Warehouse (Bldg. #65) 162 Chestnut Street Toms River, NJ	4	EA			
45	Domestic Violence (Bldg. #67) 102 East Water Street Toms River, NJ	4	EA			

Line Item	Description	Est. (2 Yr.) Qty.	Unit of Meas.	Unit Price	Total Price	COMMENTS
46	Northern Recycling Scale House(Bldg. #68E) 601 New Hampshire Avenue Lakewood, NJ	4	EA			
47	Northern Recycling Employee Resource Building (Bldg. 68G) 601 New Hampshire Avenue, Lakewood, NJ	4	EA			
48	Fire Training Center (Bldg. #91) 200 Volunteer Way Waretown, NJ Administration Bldg. & Control Tower	4	EA			
49	Sheriff's Department, Office of the Fire Marshal (Bldg. #93-HOUSE) 659 Route 88, Ocean County Park Lakewood, NJ	4	EA			
50	Office Building (Bldg. #94) Rear Bldg. #2 1027 Hooper Avenue Toms River, NJ	4	EA			
51	Ocean County Recycling Education Center (Bldg. #95) 601 New Hampshire Avenue Lakewood, NJ	4	EA			
52	911 Communications/Prosecutor's Warehouse (Bldg. #96) 138 Chestnut Street Toms River, NJ	4	EA			
53	Southern Animal Shelter (Bldg. #104)	4	EA			
54	Recycling Storage Building (Bldg. #105)	4	EA			
55	Southern Resource Center (County Clerk, Transportation) (Bldg. #106)	4	EA			
56	Vehicle Services Building (Bldg. #107)	4	EA			
57	Road Department Garage (Bldg. #109)	4	EA			
58	Solid Waste Management Administration Building/ Scale House (Bldg. #114)	4	EA			
59	Dental Clinic ONLY at Board of Social Services (Bldg. # 115)	4	EA			

Line Item	Description	Est. (2 Yr.) Qty.	Unit of Meas.	Unit Price	Total Price	COMMENTS
60	Restaurant (only) at Ocean County Golf Course at Atlantis (Bldg. P-115) 201 County Club Boulevard Little Egg Harbor Township. NJ	4	EA			
61	Southern Service Center Administrative Offices & Hall (Bldg. #116 & 116A) 179 South Main Street Manahawkin, NJ	4	EA			
62	Manchester Garage/Offices (Building 124), 2820 Ridgeway Blvd., Manchester	4	EA			
63	Manchester Data Center (Building 124A), 2820 Ridgeway Blvd., Manchester,	4	EA			
64	Manchester County Complex (Bldg. 124E), Attendant Building, 2820 Ridgway Blvd., Manchester	4	EA			
65	Manchester County Complex (Bldg. 125), Transportation Building, 2820 Ridgway Blvd., Manchester,	4	EA			
TOTAL						

WINDOW WASHING SERVICES - COST PER SQUARE FOOT

Line Item	Description	Unit of Measure	Unit Price	No Bid
66	Window Washing - Cost per Square Foot for Additional Work, as Required:	SQ. FT.		